



Illinois Department of Corrections

Administrative Directive

Number:

03.02.113

Title:

Personal Use of Social Media

Effective:

6/1/2020

Authorized by:

[Original Authorized Copy on File]

Rob Jeffreys
Acting Director

Supersedes:

03.02.113 effective 12/1/2019

Authority:

730 ILCS 5/3-2-2
820 ILCS 55/10

Related ACA Standards:

5-ACI-1C-23, 5-ACI-1F-02, 5-ACI-1F-06

Referenced Policies:

01.02.400

Referenced Forms:

I. POLICY

The Department shall require employees to conduct themselves in a professional manner when engaging in personal use of social media platforms and, whether on duty or off duty, not engage in conduct that is unbecoming of a State employee or that may reflect unfavorably on or impair operations of the Department.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written standards for personal use of social media by all employees of the Department.

B. Applicability

This directive is applicable to all employees of the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definitions

Employee – for purposes of this directive, refers to any full-time, part-time, conditional or temporary, State or contractual staff member of the Department.

Personal use of social media – engagement or participation in any social media platform not related to a person's employment.

Post (noun) – an item inserted in a blog, or an entry to any type of social media platform.

Post (verb) – the act of creating, uploading, editing or adding information to any social media platform. This shall include, but not be limited to, text, photographs, audio, video or any other multimedia file.

Social Media Platform – any electronic communication (such as personal websites and outlets for social networking and microblogging) through which participants utilize online communities to share information, ideas, personal messages and other content through any electronic format including, but not limited to,

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text, video, photographs, digital documents, audio and other multimedia files. Examples of social media outlets include, but are not limited to, Facebook, Instagram, LinkedIn, Reddit, Tumblr, Twitter, WhatsApp and YouTube.

F. General Provisions

This directive shall address the full breadth and scope of social media rather than any one particular format. The Department recognizes that as technology advances, new methods for social media participation will emerge.

1. All employees shall be informed of the provisions of this directive and the directive shall be accessible to employees.
2. Training on the Department's policy on personal use of social media shall be included in pre-service training for new employees and shall be a component of annual training programs.
3. Nothing in this directive shall prohibit employees from engaging in their constitutional right to express their views under the First Amendment but shall prohibit personal use of social media to disseminate certain content not protected by the First Amendment.
4. Employees shall not use Department property, including, but not limited to, desktop computers, laptop computers, cell phones, handheld digital or electronic devices and digital media storage, to engage in personal use of social media.
5. Employees shall have no reasonable expectation of privacy when engaging in personal use of social media.
 - a. Any information employees create, transmit, download, exchange or discuss that is available online in a public forum or that is accessible by the public may be accessed by the Department without prior notice.
 - b. The content of social networking websites may be obtained for use in criminal trials, civil proceedings and Department investigations.
6. Employees shall respect the confidentiality of information and are prohibited from accessing or disclosing information such as, but not limited to, investigations, offender records and personnel issues, except to the extent needed in the performance of their job duties.

G. Requirements

1. Employees shall obey all Department Rules, Administrative Directives and applicable federal, State and local laws.
2. Use of any social media platform(s) by an authorized employee in the performance of his or her job duties shall be in accordance with Administrative Directive 01.02.400.
3. Unless otherwise authorized by the Director, employees shall not suggest or imply that they are:
 - a. Speaking or acting on behalf of the Department; or
 - b. Representing or presenting the interests of the Department.
4. Employees shall not post, display or transmit:
 - a. Any communications that discredit or reflect poorly on the Department, its mission or goals, or in any way jeopardize or impair the operations of the Department, including the

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ability of others to perform their duties.

- b. Any information, including but not limited to rank, title or position, that in any way suggests they are representing themselves as an official spokesperson of the Department and the State of Illinois without written permission from the Director.
- c. Any intellectual property of the Department or the State of Illinois without the specific authorization of the Director. Intellectual property shall include, but not be limited to, any depiction or illustration of the State or Department seal, or the Department name, logo, uniform, ID Card or badge, patch, official photographs, audio or video files or any text documents (paper or electronic).
- d. Any depiction or illustration of Department issued firearms, restraints or tactical equipment.
- e. Any references to any other employee's employment by the Department without that person's consent.
- f. Information, records, documents, video or audio recordings, or photographs belonging to the Department or relating to offenders in the Department's custody to which they have access as a result of their employment without the written permission of the Director, including but not limited to information regarding:
 - (1) Current, past or pending Department investigation, where such post would impede or interfere with said investigation; jeopardize the safety and security of the Department, its employees or offender population; or release confidential information regarding staff or offenders.
 - (2) Current, past or pending criminal or civil proceedings pertaining to or arising from any matter involving the Department, including allegations of misconduct, where such post would impede or interfere in said proceedings.
- g. Any content that could be viewed as: vulgar; obscene; threatening; intimidating; harassing; as a violation of the Department's policies on discrimination or harassment; or that is otherwise disparaging to a person or group based on race, religion, sexual orientation, gender identity or any other protected class under federal or State law. Such content shall include, but not be limited to:
 - (1) Use of ethnic slurs, profanity, personal insults, any material that is harassing, defamatory, fraudulent or discriminatory, or other content or communications that would not be acceptable under Department Rules, Administrative Directive, or State or federal law.
 - (2) Use or display of sexually explicit images, cartoons, jokes, messages or other material that would be considered in violation of Department Rules, Administrative Directives and State laws regarding sexual harassment.